Dunes City Council ~ Regular Meeting

Wednesday, August 9, 2017 ~ 6:00 pm

The meeting will adjourn not later than 9:00 pm. If agenda items are not completed, the meeting will continue the next Wednesday at 6:00 pm. (Please fill in a "Request for Recognition" form and give to staff if you wish to address the Council or present testimony at a Public Hearing.)

AGENDA

1. Call to Order ................................................................. Mayor Rebecca Rueda
2. Roll Call ................................................................. City Administrator
3. Pledge of Allegiance to the Flag ................................................................. Mayor Rebecca Rueda
4. Motion to Approve the Agenda ................................................................. Action Item
5. Consent Agenda ................................................................. Action Item

All items listed here are considered to be routine by the Dunes City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered.

A. City Council Regular Meeting Minutes from June 8, 2017
B. City Council Special Session Meeting June 29, 2017
C. City Council Regular Meeting Minutes from July 13, 2017
D. City Council Special Session Meeting July 25, 2017
E. City Council Special Session Meeting July 27, 2017
F. Bills of the Session through August 1, 2017
G. Receipts of the Session through August 1, 2017

6. Announcements / Correspondence

A. The City of Florence will be celebrating the completion of the Rhody Drive project on Thursday at 10:00 a.m. in the Peace Health parking lot, where all will meet and walk down Rhody to Greentrees. At the Greentrees community center, a brief ceremony will take place and refreshments will be served.

B. The City of Florence will be holding its Coast Guard City Designation Celebration on Wed., August 16, 2017, at 10:30 a.m. at the Florence Events Center.

C. On Monday, August 21st, a solar eclipse will occur. Our area will experience a 97% blackout for about 2 minutes. Over a million people are expected to converge upon Oregon for the event. Residents are asked to stock up on supplies, fuel, food and water well beforehand and to avoid road travel as much as possible. Most local motels and all campgrounds are already booked for the event.

D. A thank you goes out to Dunes City resident Dan McIntyre for voluntarily digging a big portion of the trench that needed so we can move the propane tanks to the concrete pad in the back yard of City Hall. Thank you, Dan!

Dunes City Hall is accessible to the disabled. If special accommodations are needed, please contact the City Recorder at 541-997-3338 at least 48 hours in advance of the meeting so that appropriate assistance may be arranged.

Phone (541) 997-3338 • Fax (541) 997-5751 • PO Box 97, Westlake, OR 97493
82877 Spruce St • www.dunescity.com

1 of 2
E. Another thank you goes out to Stew at Chuck's Plumbing who just happened to be working on a job near where the culvert caved in on Parkway Drive. His quick action to dump a scoop of gravel in the ever growing hole helped save the day!

F. Birthday wishes to Administrative Assistant Linda Stevens, on Aug. 3rd. Refreshments will be served after the meeting. All are welcome to join us.

7. Citizen Input on Items not listed on the Agenda

Maximum time 20 minutes. Speakers will be limited to three minutes. If the number wishing to testify exceeds seven speakers, each speaker’s time may be reduced to fit within 20 minutes.

8. New Business

A. Approval of execution of letter of understanding for services to be performed by Hough, MacAdam, Wartnik, Fisher & Gorman, Certified Public Accountants.......................... Discussion/Action Item

B. Dunes City Continuity of Operations Plan Draft............. Discussion/Action Item

C. Road Vacation FAQ.................................................. Discussion/Action Item


10. Executive Session.

Held pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

11. Old Business

12. Reports

A. Mayor's Report...................................................... R. Ruede
B. Community Center Report...................................... D. Wells
C. Water Quality Report............................................. S. Meyer
E. Emergency Services Report..................................... J. Mills
F. City Administrator/Recorder/Planning/Staff Report...... J. Mills

13. For the Good of the Order

14. Adjournment

The meeting will adjourn not later than 9:00 pm. If agenda items are not completed, the meeting will continue on the following Wednesday at 6:00 pm.

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82877 Spruce St • www.dunescity.com
1. CALL TO ORDER

Council President Sheldon Meyer called the June 8th, 2017, meeting of the Dunes City Council to order at 7:00 pm.

2. ROLL CALL

Roll Call was taken by City Administrator/Recorder, Jamie Mills.


Absent and Excused: Mayor Rebecca Ruede and Councilor Robert Orr.

Also Present: Administrative Assistant Rapunzel Oberholtzer, Ms. Renee Dickerson, Mr. Bob Pine, Mr. Ken Pesnell, Mr. Blair Bronson and Ms. Staci Partridge of Best in the West Events, Siuslaw News community reporter Mr. Mark Brennan, and several citizens.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Councilor Mallen made a motion to approve the Agenda. Councilor Wells seconded the motion. The motion passed by unanimous vote.

5. APPROVAL OF THE CONSENT AGENDA

Councilor Mallen made a motion to approve the Consent Agenda, with amended Bills of the Session. Councilor Wells seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

Council President Meyer read aloud from the list of announcements on the Agenda.
A. Darlings Resort and Marina is organizing a fireworks display on Saturday, July 1st, and is looking for donations.

B. There have been several cougar sightings in the area and residents are encouraged to use caution and be aware.

C. Refreshments will be served after the meeting. All are welcome to join us.

7. CORRESPONDENCE

A. Request by Dunes City resident that no residential limb and trim burning be allowed and that residents be required to chip debris instead.

Referring to two letters submitted by residents prior to the meeting, Council President Meyer pointed out that Dunes City has no ordinance that regulates burning of yard debris and relies on SVFR and Lane County to provide those regulations. During discussion, Councilors agreed that relying on the Fire Marshall’s recommendations for when to burn should be sufficient.

B. Request by Dunes City resident for dog control code.

Council President Meyer referred to a letter submitted by a resident concerned about off leash and unaccompanied dogs in the neighborhood that are intimidating and a nuisance. In discussion, Councilors noted that the City’s animal control code was repealed because the City does not have the financial or staff resources to enforce it, nor does the City have Staff trained to handle potentially vicious dogs. It was generally agreed that the issue should not be revisited at this time.

8. CITIZEN INPUT ON ITEMS NOT LISTED UNDER PUBLIC HEARINGS

Council President Meyer recognized Mr. Ken Pesnell. Mr. Pesnell thanked Dunes City for hosting and supporting another great Oregon Dunes Triathlon and noted that the Tri/Du seems to be becoming a premier event for the area. He went on to say that he has participated the past few years and, this year in particular, noticed a lot of young athletes coming out who also participate in other area running events. He expressed his thanks to Best in the West Events as well and urged the City to continue to support the event.

Council President Meyer recognized Mr. Bob Pine. Mr. Pine introduced himself as a member of the Board of Directors of the Central Oregon Coast Amateur Radio Club (COCARC) and invited everyone to attend the annual amateur radio field day demonstration event on June 24 and June 25 at Sutton Lake Campground C. The twenty-four hour event is designed to show how amateur radios can be used to provide local and worldwide communication in an emergency and to give people an opportunity for hands-on radio operation. The hours are from 11:00 am on Saturday, the 24th until 10:59 on Sunday, the 25th.
9. NEW BUSINESS

A. Award the Organization that Provided the Most Volunteers at the Oregon Dunes Triathlon

Council President Meyer announced the winner of the $250 reward this year is Central Oregon Coast Amateur Radio Club with twenty-four members on hand to cover the Oregon Dunes Triathlon race courses. COCARC member and triathlon volunteer coordinator, Renee Dickerson, accepted the $250 check and thank you certificate on behalf of the club.

B. Insurance Renewal Invoice Review

City Administrator/Recorder Mills explained that when she met with the City’s insurance agent she forwarded the Council’s concern that certain things are not covered by the City’s insurance policy. The agent suggested that the Council hold an Executive Session during which a pre-loss representative would be available to discuss coverage, or lack of.

Councilors agreed with the suggestion and asked City Administrator/Recorder Mills to schedule the meeting.

C. Consideration of Ad Placement in Contractors and Home Improvement Guide

City Administrator/Recorder Mills explained that publisher West Coast Media is soliciting advertisers for the 2017 edition of the Guide. In discussion, Councilors generally agreed that placing an ad would not benefit Dunes City and the City should not spend the money to advertise.

D. Resolution Series 2017, No. 12 (06/08/2017) Authorizing the Mayor, the Council President and the City Administrator to Sign as Signatories on All Dunes City Financial Accounts

City Administrator/Recorder Mills explained that, in the past, the City has appointed certain individuals to act as signatories; the Resolution provides documentation specifying which City Officials are the authorized signatories.

Councilor Mallen made a motion to adopt the Resolution. Councilor Wells seconded the motion. The motion passed with four votes in favor, none opposed, no abstentions, and two absences. There are no vacancies on the Council.

10. PUBLIC HEARINGS

A. Resolution Series 2017, No. 13 (06/08/2017) Adopting the 2017-2018 Fiscal Year Budget

Council President Meyer opened the public hearing on the Resolution at 7:20 pm. No one signed up to make comment and Council President Meyer closed the hearing at 7:22 pm.
Councillor Montgomery made a motion to approve the Budget. Councillor Mallen seconded the motion. The motion passed with four votes in favor, none opposed, no abstentions, and two absences. There are no vacancies on the Council.

11. OLD BUSINESS

A. Volunteer of the Year Award

City Administrator/Recorder Mills explained that there were two nominees this year for Volunteer of the Year, Dr. Jerry Wasserburg and Mr. and Mrs. Ken Platt. She went on to explain that Mayor Ruedes felt both nominees were deserving of recognition and that Dr. Wasserburg’s plaque could be awarded posthumously to his family, and Mr. and Mrs. Platt’s award could be presented to them at next month’s meeting if the Council agreed.

Council President Meyer noted that he presented Dr. Wasserburg’s Certificate, which was signed by the Mayor, at a memorial service held earlier today and it was well received and appreciated by the family.

Councillor Meyer made a motion to approve Ken and Wan Platt as Volunteers of the Year. Councilor Wells seconded the motion. The motion passed by unanimous vote.

B. 2017 Oregon Dunes Triathlon and Duathlon Follow Up with Blair Bronson and Staci Partridge (Best in the West Events)

Mr. Bronson thanked Dunes City and the community for supporting the Tri/Du and introduced Ms. Partridge who presented some statistical highlights from this year’s event.

- 271 individuals started the race, 9 did not finish
- 192 participants had done ten or less Tri/Du events, 22 had done two or less events, and 58 were in their first event
- Out-of-state participants came from Washington, Utah, Minnesota, Idaho, Delaware, Colorado, Arizona, California, and Canada
- The oldest participant was 76 and the youngest was 10

Mr. Bronson described some notable occurrences of this year’s Tri/Du. This year was the wettest event that he and Ms. Partridge had ever participated in but, despite the weather, people enjoyed themselves. He went on to describe new features this year: water provided at the finish line, increased advance notice of traffic delays, a second shuttle between parking areas, additional parking at Honeyman Park, and Homegrown Public House catered food service at the finish line. Mr. Bronson went on to explain that he and his crew are planning to make more improvements in 2018 and suggested that if anyone has any suggestions for changes they pass them on to Dunes City Staff or to his staff—especially ideas for improving traffic flow, ideas for recruiting more volunteers and ideas for improving the impact on Dunes City.
Mr. Bronson thanked SVFR and the ambulance crew for their services, the COCARC for their help and the Dunes City Council and community for their support.

12. REPORTS

A. Mayor’s Report: Mayor Ruede was not present, there was no report.

B. Community Center Report: Councilor Wells thanked City Administrator/Recorder Mills for having the fence installed at the back of City Hall.

C. Site Review Report: There was no report.

D. Water Quality Report: Council President Meyer reported that water quality still looks good.

G. Emergency Services Report: City Administrator/Recorder Mills reported that the WLEOG notes and her report on Emergency Services were included in the Councilors’ meeting packets.

H. City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Mills reported that she spoke with the (00:41:35) State Watermaster and learned that the new owner of the IP property has hired a full-time onsite dam operator. She explained that in the past Siltcoos Lake water level has been kept at the higher end of the order at about 8 feet, but the intention now is to keep it closer to 5 feet—the order allows the level to be between about 5 feet and 8 feet. City Administrator/Recorder Mills went on to note that the lower lake level will take some getting used to and may impact some of the docks around the lake. She also noted that the Watermaster is monitoring the lake situation. (00:43:40)

The comments raised concern from Councilors. Councilors generally agreed that City Administrator/Recorder Mills should find out why there is such a range of acceptable lake levels, 5 feet seems too low. (00:44:42)

City Administrator/Recorder Mills went on to report that the CAC and the Planning Commission continued their work on Title XV in May, the grant application to FEMA Hazard Mitigation for acquisition of land for the Connectivity Trail was not successful, water usage reports continue to be updated and work has begun to identify points of diversion, Staff members have all received their Basic First Aid certification. She also noted that as the weather clears and Richard Palmer (Public Works Supervisor) has time, road repair work for the summer will begin.

13. FOR THE GOOD OF THE ORDER

There were no comments.
14. ADJOURNMENT

Councillor Mallen made a motion to adjourn. Councillor Wells seconded the motion. There was no vote taken.

Council President Meyer adjourned the meeting at 7:50 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 9th DAY OF AUGUST 2017.

________________________________________
Rebecca Ruede, Mayor

ATTEST:

________________________________________
Jamie Mills, City Administrator/Recorder
1. **CALL TO ORDER**

   Council President Sheldon Meyer called the June 29th, 2017, special session of the Dunes City Council to order at 4:00 pm.

2. **ROLL CALL**

   Roll Call was taken by City Administrator/Recorder, Jamie Mills.

   **Present:** Council President Sheldon Meyer, Councilor Robert Forsythe, Councilor Duke Wells, and Councilor Robert Orr. Councilor Alan Montgomery arrived at 4:02 pm.

   **Absent and Excused:** Mayor Rebecca Ruede and Councilor Tom Mallen.

   **Also Present:** Administrative Assistant Rapunzel Oberholtzer.

3. **PLEDGE OF ALLEGIANCE**

   All who were present stood for the Pledge of Allegiance.

4. **APPROVAL OF THE AGENDA**

   Councilor Wells made a motion to approve the Agenda. Councilor Orr seconded the motion. The motion passed by unanimous vote.

5. **ANNOUNCEMENTS / CORRESPONDENCE**

   There were none.

6. **CITIZEN INPUT ON ITEMS NOT LISTED ON THE AGENDA**

   There was none.

7. **EXECUTIVE SESSION**

   A. Held pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transaction, and
B. Held pursuant to ORS 192.660(2)(h) to consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Council President Meyer announced that only representatives of the news media and the designated staff would be allowed to attend executive session, and he adjourned the meeting at 4:03 pm.

8. UNFINISHED/OLD BUSINESS

Council President Meyer reconvened the special session at 4:55 pm.

A. Action as needed from Executive Session A

Councilor Forsythe made a motion to direct the City Administrator to continue the negotiations on the Terry property and bring back the results at the next regular Council meeting or a future special session. Councilor Orr seconded the motion. The motion passed with a unanimous vote.

B. Action as needed from Executive Session B

No action was needed or taken.

9. FOR THE GOOD OF THE ORDER

There were no comments.

10. ADJOURNMENT

Councilor Orr made a motion to adjourn. Councilor Wells seconded the motion. There was no vote taken.

Council President Meyer adjourned the meeting at 4:56 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 9TH DAY OF AUGUST 2017.

________________________________________
Rebecca Ruede, Mayor

ATTEST:

________________________________________
Jamie Mills, City Administrator/Recorder
1. CALL TO ORDER

Council President Sheldon Meyer called the July 13th, 2017, meeting of the Dunes City Council to order at 7:00 pm.

2. ROLL CALL

There was no quorum. No roll call was taken.

3. ANNOUNCEMENTS / CORRESPONDENCE

Administrative Assistant Rapunzel announced that the City Council meetings are now streaming live on the City’s website. City Administrator/Recorder Mills noted that interested parties can also view the live feed on mobile devices by downloading the free UStream app.

Council President Meyer read aloud from the list of announcements on the Agenda.

A. Open burning season closed on June 15. No open burning is allowed.

B. Warm water fishing in Woahink Creek is allowed only from May 22 to October 1 of each year and no salmon fishing is allowed.

C. Refreshments will be served after the meeting to celebrate Permit Tech Jan Sapienza’s birthday.

Council President Meyer also announced that the Volunteer of the Year award will be presented to Ken and Wan Platt during the August meeting.

City Administrator/Recorder Mills provided an update on the status of the Siltcoos Lake level noting that it is currently maintained at about eight feet but, according to the Order granted to International Paper, could be lower at certain times of the year. She also noted that the fish ladder at the Siltcoos River Dam could never be closed.

Council President Meyer suggested further discussion on the lake level and the Order. Those present generally agreed that discussion was necessary.
4. ADJOURNMENT

Council President Meyer adjourned the meeting at 7:08 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 9th DAY OF AUGUST 2017.

____________________________
Rebecca Ruede, Mayor

ATTEST:

____________________________
Jamie Mills, City Administrator/Recorder
1. CALL TO ORDER

Mayor Rebecca Ruede called the July 25, 2017, special session of the Dunes City Council to order at 2:00 pm.

2. ROLL CALL

Roll Call was taken by City Administrator/Recorder, Jamie Mills.


Absent and Excused: Councilor Tom Mallen.

Also Present: Administrative Assistant Rapunzel Oberholtzer.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Council President Meyer made a motion to approve the Agenda. Councilor Wells seconded the motion. The motion passed by unanimous vote.

5. ANNOUNCEMENTS / CORRESPONDENCE

Mayor Ruede announced that Florence has invited everyone to attend celebrations on August 10 in honor of the completion of road improvements on Rhododendron Drive. She also announced that Florence will celebrate its designation as a Coast Guard City with a Coast Guard City Celebration at the Florence Events Center on August 16 and everyone is invited to that event.

6. CITIZEN INPUT ON ITEMS NOT LISTED ON THE AGENDA

There was none.
7. **UNFINISHED/OLD BUSINESS**

   A. Bills of the Session

   Councilor Orr made a motion to approve the Bills of the Session for June. Council President Meyer seconded the motion. The motion passed with a unanimous vote.

   B. Receipts of the Session

   Councilors agreed to accept the Receipts of the Session for June as presented.

   C. Spruce Street Property Purchase

   City Administrator/Recorder Mills explained that an offer and earnest money had been presented to the owner of the property and the owner has countered. She suggested that the Council meet again in Executive Session to discuss the counter offer.

   Councilors agreed to meet on Thursday, July 27 at 2:00 pm.

8. **NEW BUSINESS**

   A. Resolution Series 2017, No. 15 (7/25/2017) Approving Submission of ODOT Special City Allotment Grant Application

   City Administrator/Recorder Mills explained that the maximum allowed under the grant is $50,000 and the City is expecting that the cost for the proposed road work on Huckleberry Lane will come in at about that amount. She went on to explain that the grant is a special allotment for cities with populations under 5,000.

   Council President Meyer made a motion to approve Resolution Series 2017, No. 15 dated 7/25/2017. Councilor Wells seconded the motion. The motion passed with five votes in favor and none opposed. There was one absent Councilor (Mallen), no abstentions. There are no vacancies on the Council.

9. **FOR THE GOOD OF THE ORDER**

   Councilors thanked City Administrator/Recorder Mills for all of her efforts to keep the proposed property acquisition project moving forward.

10. **ADJOURNMENT**

    Council President Meyer made a motion to adjourn. Councilor Orr seconded the motion. There was no vote taken.
Mayor Ruede adjourned the meeting at 2:12 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 9th DAY OF AUGUST 2017.

____________________
Rebecca Ruede, Mayor

ATTEST:

____________________
Jamie Mills, City Administrator/Recorder
1. **CALL TO ORDER**

Mayor Rebecca Ruede called the July 27, 2017, special session of the Dunes City Council to order at 2:00 pm.

2. **ROLL CALL**

Roll Call was taken by City Administrator/Recorder, Jamie Mills.

**Present:** Mayor Rebecca Ruede, Council President Sheldon Meyer, Councilor Robert Orr, Councilor Tom Mallen, and Councilor Robert Forsythe. Councilor Duke Wells arrived at 2:15 pm during Executive Session.

**Absent:** Councilor Alan Montgomery.

**Also Present:** Administrative Assistant Rapunzel Oberholtzer.

3. **PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

4. **APPROVAL OF THE AGENDA**

Councillor Orr made a motion to approve the Agenda. Councillor Mallen seconded the motion. The motion passed by unanimous vote.

5. **ANNOUNCEMENTS / CORRESPONDENCE**

Mayor Ruede announced that the August Council meeting would be held on Wednesday, August 9, instead of August 10 and the meeting would start at 6:00 pm.

6. **CITIZEN INPUT ON ITEMS NOT LISTED ON THE AGENDA**

There was none.
7. EXECUTIVE SESSION

A. Held pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transaction

Mayor Ruede announced that only representatives of the news media and designated Staff could attend executive session.

Council President Meyer made a motion to adjourn to executive session. Councilor Mallen seconded the motion. The motion passed by unanimous vote.

Mayor Ruede adjourned the regular session at 2:03 pm.

8. UNFINISHED/OLD BUSINESS

Mayor Ruede reconvened the special session at 2:45 pm.

A. Action as needed from Executive Session

Councilor Forsythe made a motion pursuant to ORS 192.660(2)(e) to direct the City Administrator to continue negotiations and submit a response to the seller’s counter offer. Councilor Wells seconded the motion. The motion passed with a unanimous vote.

9. FOR THE GOOD OF THE ORDER

There were no comments.

10. ADJOURNMENT

Councilor Mallen made a motion to adjourn. Councilor Orr seconded the motion. There was no vote taken.

Mayor Ruede adjourned the meeting at 2:50 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 9th DAY OF AUGUST 2017.

Rebecca Ruede, Mayor

ATTEST:

Jamie Mills, City Administrator/Recorder
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ATTEST:

Mayor / Council President
## RECEIPTS OF THE SESSION: 7/7/2017 thru 7/31/2017

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<td>Permits, Driveway &amp; Access</td>
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</tr>
<tr>
<td>Permits, Electrical</td>
<td>$880.00</td>
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<tr>
<td>Permits, Excavating &amp; Grading</td>
<td>$860.50</td>
</tr>
<tr>
<td>Permits, Final Plat / Site Review</td>
<td>$0.00</td>
</tr>
<tr>
<td>Permits, Manufactured Home Fees</td>
<td>$400.00</td>
</tr>
<tr>
<td>Permits, Mechanical</td>
<td>$462.00</td>
</tr>
<tr>
<td>Permits, Other (Inspections, LUCC, No Brushing, etc.)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Permits, Penalties</td>
<td>$0.00</td>
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<tr>
<td>Permits, Plan Check Fees</td>
<td>$2,154.70</td>
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<tr>
<td>Permits, Planning Fees</td>
<td>$700.00</td>
</tr>
<tr>
<td>Permits, Plumbing</td>
<td>$949.00</td>
</tr>
<tr>
<td>Permits, Right of Way Use</td>
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</tr>
<tr>
<td>Permits, Structural</td>
<td>$3,280.00</td>
</tr>
<tr>
<td>Permits, Building Surcharge</td>
<td>$699.01</td>
</tr>
<tr>
<td>Permits, State Surcharge</td>
<td>$652.92</td>
</tr>
<tr>
<td>Permits, Vegetation / Tree Removal</td>
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<tr>
<td>Reimbursement</td>
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<tr>
<td>Septic Inspections</td>
<td>$550.00</td>
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<tr>
<td>Tax, Cigarette</td>
<td>$161.48</td>
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<tr>
<td>Tax, Liquor (OLCC)</td>
<td>$1,562.51</td>
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<tr>
<td>Tax, Oregon State Highway Apportionment</td>
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<tr>
<td>Tax, Lane County Motel Fund</td>
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<tr>
<td>Tax, School Excise</td>
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<tr>
<td>Triathlon Merchandising</td>
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<tr>
<td>Water Rights Application Fees</td>
<td>$9,700.00</td>
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<tr>
<td>Water Admin Fees</td>
<td>$0.00</td>
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</table>

**Permits Total** $0.00  **TOTAL** $44,403.83
June 27, 2017

Mayor and City Councilors
C/O Jamie Mills, City Recorder
City of Dunes City
P. O. Box 97
Westlake, OR 97493

We are pleased to confirm our understanding of the services we are to provide for the year ended June 30, 2017.

We will prepare the financial statements of the governmental activities and each major fund, and the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Dunes City as of and for the year ended June 30, 2017, and perform a review engagement with respect to those financial statements.

Our Responsibilities

The objective of our engagement is to-

1. Prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you, and

2. Obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

We will conduct our review in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (AICPA) and the Minimum Standards for Oregon Municipal Corporations as prescribed by the Secretary of State, and comply with the AICPA’s Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence and due care when preparing the financial statements and performing the review engagement.

A review engagement includes primarily applying analytical procedures to your financial data and making inquiries of management. A review is substantially less in scope than an audit engagement, the objective of which is the expression of an opinion regarding the financial statements as a whole. A review engagement does not contemplate obtaining an understanding of the City's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents; or other procedures ordinarily performed in an audit. Accordingly, we will not express an opinion regarding the financial statements.

Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), to supplement the City’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.
As part of our engagement, we will apply certain limited procedures to the City's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our review of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures:

1. Management's discussion and analysis.
2. Schedule of Proportional Share of Net Pension Liability and Contributions

The budgetary comparison schedules for the General Fund and major special revenue funds is also required by generally accepted accounting principles and will be subjected to the review procedures applied in our review of the basic financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the City or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our review procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our review procedures regarding noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

We in our sole professional judgment, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America and to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements in order for the statements to be in accordance with accounting principles generally acted in the United States of America. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
2. The preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America.
3. The design implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
4. The prevention and detection of fraud.
5. To ensure that the City complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.

7. To provide us with—
   - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
   - additional information that we may request from you for the purpose of the review engagement.
   - unrestricted access to persons within the District of whom we determine it necessary to make inquiries.

8. To provide us, at the conclusion of the engagement, with a letter that confirms certain representations made during the review.

9. To include our review report in any document containing financial statements that indicates that we have performed a review engagement on such financial statements and, prior to inclusion of the report, to ask our permission to do so.

You are responsible for assuming all management decisions and responsibilities, and for designating an individual who possesses suitable skill, knowledge or experience to oversee our preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

You will be required to acknowledge in the written management representation letter our assistance with preparation of the financial statements and related notes, and that you have reviewed and approved the financial statements prior to issuance and have accepted responsibility for them.

Our Report

We will issue a written report upon completion of our review of The City of Dunes City’s financial statements. Our report will be addressed to the board of directors of the City. We cannot provide assurance that an unmodified accountant’s review report will be issued. Circumstances may arise in which it is necessary for us to report known departures from accounting principles generally accepted in the United States of America, add an emphasis of matter or other-matter paragraph, or withdraw from the engagement. If, for any reason, we are unable to complete the review of your financial statements, we will not issue a report on such statements as a result of this engagement.

Other Relevant Information

Laura Fisher, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

To ensure that Hough, MacAdam, Warthnik, Fisher & Gorman, LLC’s independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

We will be pleased to meet with you at various times throughout the year to discuss accounting matters affecting the City. You should feel free to call on us at any time in this regard.
Our charges to you for our services will be no more than $10,125. We will include up to five year-end adjusting and/or passed audit entries after the working trial balance has been presented for the review. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Bills will be rendered as the work progresses, with payment to be made upon presentation. Interest will be charged either at 1% per month or at the maximum rate that is permitted to be charged, whichever is lower, on balances in excess of 45 days. It is understood and agreed that either Party may cancel this contract by giving notice in writing to the other Party at least ninety (90) days prior to July 1 of any year.

We will provide copies of our reports to the City, Lane County and the Oregon Secretary of State's office; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all third-parties to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

With regard to the electronic dissemination of reviewed financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

In the interest of facilitating our services for you, we may communicate by facsimile transmission or send electronic mail over the Internet. Such communications may include information that is confidential to you. Our firm employs measures in the use of facsimile machines and computer technology designed to provide reasonable assurance that data security is maintained. While we use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, we will assume that you consent to our use of facsimile transmissions to your representatives and other use of these electronic devices during this engagement, as we deem appropriate.

We would expect to continue to perform our services under the arrangements discussed above from year to year, unless for some reason you or we find that some change is necessary. We will, of course, be happy to provide you with any other services you may find necessary or desirable.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing below, retaining a copy for your records and returning to us this copy in the enclosed envelope.
It is a pleasure for us to be of service to you. We look forward to our continued association with you.

Very truly yours,
Hough, MacAdam, Wartnik, Fisher & Gorman, LLC

Laura Fisher, CPA
Partner

Response:
This letter correctly sets forth the understanding of the City of Dunes City.

By: ________________________________

Title: ______________________________

Date: ______________________________